



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## RESOURCE RECOVERY WORKER II

Job Number: 20000432

Job Code: 10700V161016

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 12/01/1995

Job Revised: 10/16/2016

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides technical assistance to agencies regarding recycling; assists in training; performs duties for recovery of recyclable materials which includes the appropriate handling and security of confidential records (e.g. medical records, income tax records, and personnel records); and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have one year of experience in recycling programs.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in programs involving recycling materials will substitute for the education on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must be twenty-one years of age. Must obtain GSP work supervisor training and sign agreement for the length of employment in this job title. Must maintain any required licensure (s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides training and performs duties for the recovery of recyclable materials on a regular schedule. Provides technical assistance to agency officials regarding the recycling program. Provides for proper handling and security of confidential records. Supervises inmates in the work environment on a daily basis. Operates large trucks. Operates and performs routine maintenance on specialized recycling equipment and other warehouse equipment. Assists in maintenance of inventory. Completes required documents such as chain-of-custody, vehicle logs, manifests, etc. Maintains organized work environment.

**UNIQUE PHYSICAL REQUIREMENTS:**

Incumbents working in this job title must have the ability to lift up to 70 pounds and move recycling carts weighing up to 800 pounds. Operates equipment that requires standing, walking, and lifting.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title work in a recycling center. Required to drive and operate a 20 ft. box truck in city traffic is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*